

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Policy & Procedure Management	
Policy Number: PIP 04	Standards/Statutes: ARM 37.27.115.116.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To define the process of how and when Policies & Procedures are created, reviewed and revised.

POLICY: The Management Team on an annual basis with revisions and new Policies & Procedures developed on an as needed basis and approved by the Management Team will review current Policies & Procedures.

PROCEDURE:

- I. All current Policies & Procedures will be reviewed in January of each year with revisions, deletions or additions developed as appropriate and approved by the Management Team.
 - II. All Policies & Procedures that have been reviewed will have the date reviewed or revised indicated on the policy.
 - III. Any staff member may submit suggestions for a revision or new policy to the Management Team for their consideration.
 - IV. Suggestions for revisions or new policies that have been approved by the Management Team will be written by an appropriate member of the Management Team according to the work area that the policy pertains to.
 - V. Any state or Department of Public Health & Human Services Policies that pertain to this facility will be adopted as written and automatically become a part of the facility Policies & Procedures Manual.
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Revisions: _____

Prepared By:	<u>David J. Peshek</u>	<u>Administrator</u>	<u>4/20/01</u>
	Name	Title	Date

Approved By:	<u>David J. Peshek, Administrator</u>		<u>01/01/02</u>
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